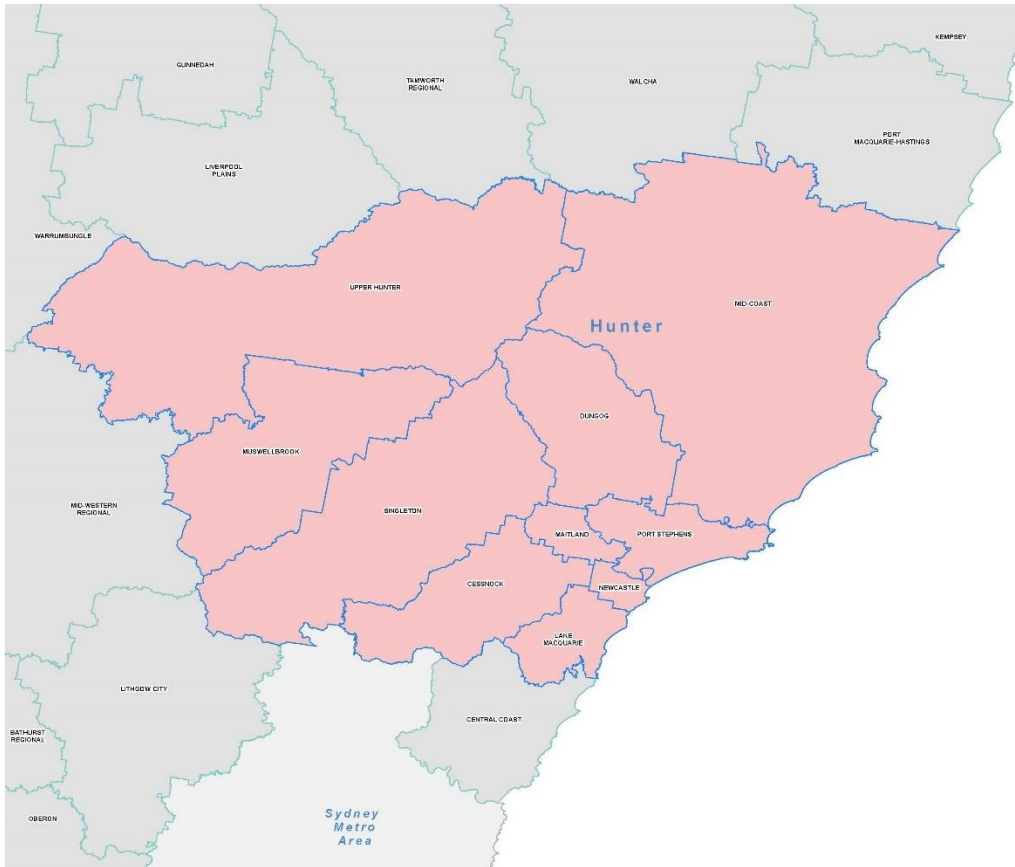


# Hunter

## Joint Organisation



### Hunter Joint Organisation Board Meeting Papers

11:00am, Thursday 12 September 2019

The Board Room

(4 Sandringham Avenue, Thornton)

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*Note. Attachments have been included at the end of the papers*

## 1. Welcome and Apologies

## 2. Minutes of Previous Meeting

### 2.1 Minutes of Meeting 11 July 2019

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#### **Hunter Joint Organisation Board Meeting Minutes**

**11:00 – 12:30pm, Thursday 11 July 2019**

**HJO Board Meeting Room, 4 Sandringham Ave, Thornton NSW**

#### **Voting Directors Present**

Cr Bob Pynsent,	Cessnock City Council (Chair)
Cr Tracy Norman,	Dungog Shire Council
Cr David West,	Midcoastal Council
Cr Sue Moore,	Singleton Shire Council
Cr Ryan Palmer,	Port Stephens Council
Cr Wayne Bedggood,	Upper Hunter Shire Council
Cr Loretta Baker,	Maitland City Council
Cr Martin Rush,	Muswellbrook Shire Council

#### **Non-Voting Members Present**

Steve McDonald,	General Manager, Upper Hunter Shire Council
Coralie Nichols,	General Manager, Dungog Shire Council
Morven Cameron,	CEO, Lake Macquarie City Council
Adrian Panuccio,	General Manager, Midcoastal Council
Fiona Plasmin,	General Manager, Muswellbrook Shire Council
Jason Linnane,	General Manager, Singleton Council
Stephen Glen,	General Manager, Cessnock City Council
Steven Wills,	Regional Director, Dep't of Premier & Cabinet
David Evans,	General Manager, Maitland City Council
Wayne Wallis,	General Manager, Port Stephens Council

#### **Apologies**

Cr Nuatali Nelmes,	Newcastle City Council
Cr Kay Fraser,	Lake Macquarie City Council
Jeremy Bath,	CEO, Newcastle City Council

#### **Staff in attendance**

Joe James, CEO, Hunter Joint Organisation

Graham Dean, Manager Finance & Administration, Strategic Services Australia

Steve Wilson, Director (acting), Environment Division, Strategic Services Australia

Louisa Bulley, Executive Assistant to the CEO

## **Observers**

Virginia Errington, Office of Local Government

### **Item 1 Welcomes and Apologies**

*The Chair welcomed the members to the meeting, and noted the apologies.*

#### **Resolved:**

- *That the apologies be noted.*

*Moved: David West*

*Seconded: Ryan Palmer*

*Carried.*

### **Item 2 Minutes of Previous Meeting**

*The minutes of the meeting of 9 May 2019 and 6 June 2019 were noted.*

### **Item 3 Confirmation of Minutes & Business Arising from Minutes**

#### **Resolved:**

- *That the minutes of the previous meetings of 9 May 2019 and 6 June 2019, be adopted*

*Moved: David West*

*Seconded: Sue Moore*

*Carried.*

### **Item 4 Presentations**

**4.1 AGL Transition:** *Amer Hussein of AGL and Richard Bush of the University of Newcastle provided a presentation on plans for guiding economic transition in the Upper Hunter.*

**4.2 Introduction to Warrick Jordan:** *Warrick Jordan provided a quick introduction as the new Hunter Employment Facilitator for the Australian Government Department of Employment, Skills, and Small and Family Business.*

### **Item 5 Correspondence**

*The correspondence was taken as read.*

### **Item 6 Reports**

#### **6.1 CEO Report**

*The report was taken as read. The CEO provided a short verbal update to accompany the report, including noting that a report will be brought back to the Board providing a draft 'Plan of Advocacy' regarding Intergovernmental Partnerships.*

#### **6.2 Financial Reports YTD May 2019**

*The report was taken as read.*

#### **Resolved:**

- *That the financial reports be noted.*

*Moved: Martin Rush*

*Seconded: Coralie Nichols*

*Carried.*

#### **6.3 Re-Submission of Draft Joint Organisation Budget 2019-20**

*The report was taken as read. The Board noted that with adoption of the budget no further communication has yet been received regarding future State Government funding for Joint Organisations.*

**Resolved:**

- ***That the 2019-20 Draft Budget for the Hunter Joint Organisation, as presented in these papers, be adopted on the proviso that a budget review process be undertaken by 31 Dec 19 with the view of re-submitting to this Board a Revised Budget forecasting a balanced result for year ended 30 June 20.***

**Moved: David West**

**Seconded: Sue Moore**

**Carried.**

#### **6.4 Inter-entity "Loan" Account between SSA & HJO**

*The report was taken as read. The CEO provided a short verbal update to accompany the report, noting that a strategic investment process, conceptually similar to the process being undertaken by the operating divisions of Strategic Services, will also be undertaken over the next six months.*

**Resolved:**

- ***That the Boards of SSA and HJO approve the use of a "loan" account between the respective entities and the payment of interest be paid at the rate 0.2% less than the going rate in the cash management account (currently 2.35%), calculated on monthly average balance.***
- ***Further, that the Board ratify the payment of interest for the year ended 30 June 2019 of \$4,596.44 by SSA in favour of HJO.***

**Moved: Loretta Baker**

**Seconded: Ryan Palmer**

**Carried.**

#### **Item 7 Matters Raised by Voting & Non-Voting Members**

##### **7.1 November Meeting of Hunter JO Board**

*Cr Tracy Norman provided a short verbal update to accompany the papers. The Board discussed delegation of authority to the CEO to accept invitation such as that from Minister Hancock in consultation with the Chair, rather than waiting until to next Board Meeting to review.*

**Resolution:**

- ***That the invitation of the Minister be accepted.***

**Moved: Tracy Norman**

**Seconded: Sue Moore**

**Carried.**

##### **7.2 Underground Petroleum Storage Systems Submissions**

*The CEO provided a short verbal update to accompany the submission provided by the Environment Division. Coralie Nichols spoke to the possibility of needing to delay transfer of ownership of UPSS until more clarity can be provided on the transition.*

**Resolved:**

- ***That the Hunter JO Board note their support for the submission***
- ***That a copy of the submission be sent to the Minister for Local Government as an additional action***

**Moved: Sue Moore**

**Seconded: David West**

**Carried.**

### **7.3 Emergency Services Levy**

*Cr Tracy Norman provided a short verbal update to accompany the report, noting that this matter had been discussed by the Country Mayors Association. Cr Ryan Palmer noted that this matter had also been raised at the most recent Chairs & Executive Officers of Joint Organisations meeting, with a similar resolution put forward for adoption.*

**Resolved:**

- 1. That the Hunter Joint Organisation notes that in December 2019, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers**
- 2. That the Hunter Joint Organisation support this expanded workers compensation scheme;**
- 3. That the Hunter Joint Organisation notes that the NSW State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation;**
- 4. That the expected increase in costs to local governments will be \$19m in the first year alone, and that there was little or no time provided to enshrine this charge in the preparation and public exhibition of Council's 2019/2020 budgets;**
- 5. That the Hunter Joint Organisation requests that the NSW Government cover the initial additional \$19m increase to local governments for the first year;**
- 6. That the Hunter Joint Organisation seek that the NSW State Government work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.**
- 7. That the Hunter Joint Organisation join with Local Government NSW in writing to the NSW Premier and NSW Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s to:**
  - 7.1. explain how this sudden increase will impact council services / the local community of member councils;**
  - 7.2. highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018**
  - 7.3. advise that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector, and that consultation on budgets of NSW Emergency Services, or justification of the 11.7% required of member councils, be provided to provide transparency**
  - 7.4. requests that the NSW Government cover the initial additional \$19m increase to local governments for the first year**
  - 7.5. That the Hunter Joint Organisation write to the Premier requesting that the Department of Premier and Cabinet and the Independent Pricing and Regulatory Tribunal be directed to investigate the current Emergency Services arrangements in NSW including the efficiencies and effectiveness to be gained by such an investigation**

**Moved: Tracy Norman**

**Seconded: David West**

**Carried.**

### **7.4 Economic Transition**

*The report was taken as read. Stephen Wills advised that a lot of work is being done in relation to economic transition in Commonwealth and State Government currently, and that 'Resources for Regions' funding should be explored for this kind of initiative.*

**Resolution:**

***That the Hunter Joint Organisation:***

- 1) continues to prioritise a resilient and diversified economy;***
- 2) acknowledges that Regional economic transition is underway and that transitions are best managed by early planning and by building strong and coordinated partnerships;***
- 3) notes and supports the establishment of an Australian Transitions Academy to be launched in the Hunter;***
- 4) gives in-principle support to initiating a National Foundation for Economic Transition in partnership with identified and other Regional stakeholders;***
- 5) seeks advice from the Chief Executive on a governance framework, likely budget, the quantum and likelihood of financial support from identified and other stakeholders, and opportunities for providing support – including in-kind support – for establishing a National Foundation for Economic Transition;***
- 6) establishes a Standing Committee on Regional Economic Transition (the Committee). Such Committee to have the function of;***
  - (a) providing a standing forum for engagement with key Regional stakeholders and the State and Federal governments on Regional transition,***
  - (b) mapping the Region's transition ecosystem and identifying gaps and opportunities for further collaboration and partnership,***
  - (c) providing a working group for the establishment of a National Foundation for Economic Transition;***
  - (d) making such recommendations concerning Regional transition as it considers appropriate; and***
  - (e) exploring opportunities for external grant funding or other in-kind or other support.***
- 7) That for the purposes of such Committee,***
  - (a) The Committee be constituted by a representative from each Member Council provided that an intention to nominate for a position be received by the Chief Executive by no later than 5:00pm 18 July,***
  - (b) The Chair of the Committee be the nominee, from time to time, of the Chair of the Hunter Joint Organisation or as otherwise determined by the Hunter Joint Organisation (whichever applying),***
  - (c) The Committee meet at such times and at such places as it may determine, and***
  - (d) The Committee may invite such persons to participate in its processes as it may determine most efficiently and effectively allows it to discharge its functions.***

***Moved: Martin Rush***

***Seconded: Sue Moore***

***Carried.***

#### **Item 8 General Business**

*The Board discussed delegation of authority to the CEO in some circumstances, in consultation with the Hunter JO Chair.*

***Resolution:***

- That the CEO be delegated authority to invite and arrange meetings of importance, and similar delegation in making submissions that are time-sensitive, in consultation with the Chair of the Hunter JO Board.***

***Moved: Tracy Norman***

***Seconded: Sue Moore***

***Carried.***

*The Chair of the Board acknowledged that contribution of Stephen Glen on his retirement from the SSA Board and the HJO Board.*

***Resolution:***

- ***That the Hunter JO Board acknowledge the contribution of Stephen Glen to the Hunter Joint Organisation and to Hunter Councils, with its thanks.***

***Moved: David West***

***Seconded: Ryan Palmer***

***Carried***

Meeting closed 12:08 pm

### 3. Confirmation of Minutes & Business Arising from Minutes

#### Recommendation:

- **That the minutes of the previous meetings of 11 July 2019 be adopted**

#### 3.1 Business Arising: Action Register

I.D	Action	Meeting	Status	Notes
HJO-19-003	CEO to provide a report will be brought back to the Board providing a draft 'Plan of Advocacy' regarding Intergovernmental Partnerships to the next meeting of the Board	11 Jul 19	Ongoing	See CEO report at Item 6.1
HJO-19-005	November Meeting invitation from Minister Hancock. That the invitation be accepted by the CEO	11 Jul 19	Completed	The invitation of Minister Hancock has been accepted, and the November HJO meeting has been planned to be held at Parliament House, Sydney, with further arrangements included in General Business for discussion
HJO-19-006	UPSS Submission: • That a copy of the submission be sent to the Minister for Local Government as an additional action	11 Jul 19	Completed	See Correspondence at Item 4
HJO-19-007	That the Hunter Joint Organisation write to the Premier requesting that the Department of Premier and Cabinet and the Independent Pricing and Regulatory Tribunal be directed to investigate the current Emergency Services arrangements in NSW including the efficiencies and effectiveness to be gained by such an investigation	11 Jul 19	Completed	See Correspondence at Item 4
HJO-19-008	That the HJO establishes a Standing Committee on Regional Economic Transition (the Committee).	11 Jul 19	Completed	See separate report on the Committee at item 6.5



## 4. Presentations

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### 4.1 Hunter Valley Flood Mitigation Scheme Review – Department of Planning, Industry and Environment

#### Executive Summary:

With the recent review of the Hunter Valley Flood Mitigation Scheme having been completed, the Department of Planning, Industry and Environment have proposed and planned extra stakeholder meetings and consultation dates to discuss future adaptation options, based on the outcomes of the review. Further community consultation is planned for early October.

## 5. Correspondence

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**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

#### Executive Summary:

This report provides an update on correspondence sent and received in relation to GMAC and the Hunter Joint Organisation Board.

#### Correspondence Received:

- Attachment 1: 1.08.19 Email Correspondence from Hon Shelley Hancock to HJO CEO re: Funding to support Joint Organisations  
The NSW Government is making available a further \$1.95 million in additional funding aimed at supporting JOs to develop their capability, with \$150,000 in funding for each JO for a project, to address one or more of the JO's regional priorities
- Attachment 2: 5.08.19 Letter from Hon. John Barilaro to HJO Chair re: Snowy Hydro Grant  
This letter speaks to the use of the Regional Growth Fund to support infrastructure projects in NSW, in this case the Snowy Hydro Grant, and possible opportunities to apply for funding.
- Attachment 3: 13.08.19 Email Correspondence from Hon Shelley Hancock to HJO CEO re: Emergency Services Levy  
The NSW Government has announced that it will fund the find year increase of the Emergency Services Levy for all local councils to meet the cost of new workers' compensation arrangements for firefighters
- Attachment 4: 22.08.19 Email Correspondence from Hon Shelley Hancock to HJO CEO re: Joint Organisation Funding Guidelines  
Guidelines have been developed by OLG for the funding being provided to Joint Organisation by the NSW Government.

Correspondence Sent:

- Attachment 5: 14.08.19 Letter to Hon. Robert Stokes from HJO Chair re: MoU for Greater Newcastle Metropolitan Plan
- Attachment 6: 20.08.19 Letter to Hon. Matt Kean from HJO Chair re: UPSS Transfer
- Attachment 7: 20.08.19 Letter to Hon. Shelley Hancock from HJO Chair re: UPSS Transfer
- Attachment 8: 20.08.19 Letter to Hon. Shelley Hancock from HJO Chair re: Emergency Services Levy
- Attachment 9: DRAFT Letter to Hon. Shelley Hancock from HJO Chair re: Establishing of a Foundation for Economic Transition

**RECOMMENDATION:**

**THAT the update report be received and noted.**

## 6. Reports

### 6.1 CEO Report

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**Report Author: Joe James, CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

The purpose of this report is for the CEO to report to the Hunter Joint Organisation Board to provide progress updates on activity since the last board meeting.

Report:

Joint Organisation Standing Committees and Working Groups	
Greater Newcastle Metropolitan Plan Steering Committee	A summary of committee outputs and actions the involved HJO resources will be provided to the JO Board, including recent development of a draft MOU with NSW Government on implementation of GNMP.
Economic Transition Standing Committee	The first committee meeting was held on 15 August. A separate update on this item has been included in the papers.
Circular Economy Working Group	<p>There are four projects underway:</p> <ol style="list-style-type: none"><li>1. Hunter Material Flow Analysis<ul style="list-style-type: none"><li>• This project will provide the Hunter Central Coast with details (quantities and geographic representations) of all waste materials in the region (project completion Dec 2019)</li><li>• Consultants are currently collating regional data from many sources into a Sankey diagram and NAUS database.</li><li>• The next step is to update the group on missing datasets and find solutions to those gaps</li></ul></li><li>2. Hunter Circular Economy Eco-system<ul style="list-style-type: none"><li>• This project will provide the Hunter Central Coast with a database and online interactive tool of Circular Economy participants in the region (project completion Dec 2019)</li><li>• Consultants are currently interviewing key players in the Circular economy and collating regional data for the database.</li><li>• The next step is to review the online interactive tool performance with the interim data collated.</li></ul></li><li>3. Hunter Proactive Procurement<ul style="list-style-type: none"><li>• This project will collate existing recycled content products and suppliers into an event to encourage procurement with a long-term goal of Council's consideration of procurement policy amendments to procure more Circular Economy based products. (project completion June 2020)</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>• Still at the planning stage</li> <li>• Next step is to complete the project plan</li> </ul> <p>4. Hunter Bio-Circular</p> <ul style="list-style-type: none"> <li>• This project will investigate opportunities to develop region scale collaboration on processing organics, recycling and MSW by following Circular Economy principles and techniques. (project completion June 2020)</li> <li>• Still at the planning stage and waiting on confirmation of remaining funding from NSW EPA (50% funded)</li> <li>• Next step is to complete the project plan</li> </ul>
Smart Region Working Group	Meeting notes still to be circulated by CEO for review by working group.
Councillor Training Working Group	<p>Meeting held with nominated council officers to discuss opportunities for collaboration. Next steps included</p> <ul style="list-style-type: none"> <li>- Based on the 'Common Needs for Training' list, HJO will provide a spreadsheet to attendees to add in their own needs for training, to be populated with 'known solutions' of positive feedback from courses that different councils have used</li> <li>- HJO to work on developing a procedure for delivering training across a number of member councils, and to consider a framework for how training could be planned over a council term calendar, rather than year-by-year</li> </ul> <p>Full summary of meeting provided as Attachment 10.</p>
Regional Destination Management Working Group	<p>Meeting held with nominated council officers to discuss opportunities for collaboration. Next steps included:</p> <ul style="list-style-type: none"> <li>- HJO to provide 2018 report on Regional Events Strategy to attendees</li> <li>- HJO to develop a succinct charter to frame up future discussions for this group in this forum, to circulate to the group for exploration</li> </ul> <p>Full summary of meeting provided as Attachment 11</p>
<b>Strategic Projects / Programs</b>	
Intergovernmental Partnerships	The CEO is working on an updated Advocacy Plan as a priority before the next JO Board meeting in November. There has been limited progress on this item since the last JO meeting
Regional Events Strategy	<p>An update report on the Regional Events Strategy was provided to GMAC in August to seek feedback on further work required before coming back to the JO Board.</p> <p>It is anticipated that the CEO will formally report back to the Board in November.</p>
<b>Standing Collaborations and stakeholder engagement</b>	
Upper Hunter Economic Diversification Working Group	An update on the most recent UHEDC will be provided to the Board.

Regional Leadership Executive (and sub-committees)	The CEO was unable to attend the most recent RLE, however, did submit his summary of conclusions of the Destination Management Working Group. The working group did not support the creation of a Destination Management Plan (DMP) separate from the DMP delivered and overseen by Destination Sydney Surrounds North.
Hunter Industry Roundtable	No material items for the JO Board from the last Hunter Industry Roundtable.
<b>Advocacy / Collaboration / Stakeholder engagement since last board meeting</b>	
Cruise industry working group	Regional NSW (the old regional division of DPC and now part of the Department of Planning, Industry and the Environment) and Destination Sydney Surrounds North are contributing \$30k each towards the engagement of a co-ordination role for key regional stakeholders, including local government, for the upcoming seasons. The HJO is participating by holding the contract for the role and the Port Authority of NSW is participating by hosting the individual who will perform the role in their office.
Committee for the Hunter	The CEO asked the Committee for the Hunter to advocate to Minister Stokes in relation to the proposed MOU between State and Local Government for the implementation of the Greater Newcastle Metropolitan Plan (GNMP).  The Chairman of the Committee provided a copy of the MOU to the Minister, suggesting it was a good idea for State and Local Government to put formal governance around the implementation of the GNMP.
Local Strategic Planning Statements Land Community of Practice	See separate item in Agenda.
Liddell Taskforce	The CEO met with a variety of senior representatives from the Liddell Taskforce including: <ul style="list-style-type: none"> <li>• Rob Heferen, Deputy Secretary, Cth Department of the Environment and Energy</li> <li>• Paul Johnson, Principal Advisor, Cth Department of the Environment and Energy</li> <li>• James White, Assistant Secretary, Cth Department of the Environment and Energy</li> <li>• Cameron O'Reilly, Executive Director, NSW Department of Planning, Industry and Environment</li> </ul> <p>The key points of discussion related to the how the Joint Organisation was responding to the potential closure of Liddell. While there was significant discussion, the key messages were: (1) the importance of direct engagement by the Taskforce with impacted and interested councils, and (2) that Liddell was a near term example of economic transition, which is a strategic focus of the JO, and that the</p>

	government response should look beyond just the energy network issues towards how its actions could positively or negatively enable future economic development in the region.
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**Recommendation:**

- **THAT the update report be received and noted.**

## 6.2 Financial Reports YTD July 2019

**Report Author: Graham Dean, Administration & Finance Manager**

**Responsible Officer: Joe James, CEO**

### Executive Summary:

The Profit & Loss summary of the Hunter Joint Organisation for the year-to-date 31 July 2019 is included below.

Hunter Joint Organisation / HC Inc											
Profit & Loss Summary											
1 July 19 to 31 July 19											Approved Budget 2019/20
				July Actual	July Budget	Variance		YTD Actual	YTD Budget	Variance	
<b>Brought Forward (DPC)</b>				-	100,800	(100,800)			100,800	(100,800)	<b>100,800</b>
<b>Revenue</b>											
Hunter Joint Organisation				173,569	173,200	369		173,569	173,200	369	264,867
Projects (Environment Div'n, Screen Hunter & DPC)				352,100	582,957	(230,857)		352,100	582,957	(230,857)	1,385,949
				525,669	756,157	(230,488)		525,669	756,157	(230,488)	<b>1,650,816</b>
<b>Expenditure</b>											
Hunter Joint Organisation				119,521	132,821	(13,300)		119,521	132,821	(13,300)	658,005
Projects (Environment Div'n, Screen Hunter & DPC)				279,340	602,957	(323,617)		279,340	602,957	(323,617)	1,486,749
				398,861	735,778	(336,917)		398,861	735,778	(336,917)	<b>2,144,754</b>
<b>Surplus / (Deficit)</b>				<b>126,808</b>	<b>121,179</b>	<b>5,629</b>		<b>126,808</b>	<b>121,179</b>	<b>5,629</b>	<b>(393,138)</b>

A full copy of the P&Ls for July 2019 is included at Attachment 12.

### **Recommendation:**

**That the Profit and Loss Statement for period ending 31 July 2019 be received and noted**

**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

This report provides information additional to the correspondence received from the Minister for Local Government on additional funding being made available to Joint Organisations.

Report:

As discussed in her correspondence received 1 August 2019, the Minister for Local Government has announced additional funding of \$150,000 in project funding for each Joint Organisation. The project will be the subject of a funding agreement between JOs and the Office of Local Government, with projects focused on developing financial sustainability within JOs.

Additional correspondence from OLG has provided a loose deadline of 30 September 2019 for JOs to propose an indicative project scope, and that projects should have a focus on developing a JOs capability to deliver income generating projects. The CEO is seeking clarification on this issue as most, if not all, strategic priorities identified within the HJO Strategic Plan are not commercial in nature.

Hunter Joint Organisation staff are working to assess the guidelines that have been provided against the existing HJO budget and strategic plan. This should provide a clear list of opportunities to develop a business case once the guidelines for the funding have been circulated. As the analysis currently stands only a small number of projects identified within the HJO strategic plan and current budget might fit within the criteria provided by OLG for projects that will 'develop a JOs capability to deliver income generating projects'.

Some indicative project concepts that might meet the criteria include;

- Formation of a Foundation of Economic Transition
- Development of a regional plan for large scale Renewable Energy Project for councils
- Develop a regional contracts / energy savings program for councils
- Hunter BioCircular Regional Recycling and Organics BioEnergy and products project
- Regional Recycling Solution Project: Develop a regional solution to the recovery and processing of recylate

A more detailed report will be provided to the next meeting of the HJO Board in November. in conjunction with the mid-year budget review, as previously proposed by the Board.

**RECOMMENDATION:**

**THAT the report be noted and that the CEO liaise with the Chairperson in submitting an indicative project scope to OLG by 30 September.**



**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

This report provides an update on development of Local Strategic Planning Statements for local councils, following on from the Councillor Training that Mayors and GMs attended following the HJO Board meeting of 11 July 2019.

**For Discussion**

Following the recent training that some Mayors, GMs, Councillors, and Council Officers attended on Local Strategic Planning Statements, delivered by UTS, the CEO and Environment Division have identified an opportunity to add value to the development of these statements for the HJO's member councils.

It is proposed that the Hunter Joint Organisation's staff, largely those in the Environment Division, could assist and help member councils implement the LSPS development process. A potential casual staff member has been identified to complete a 'regional health check' in line with individual council processes, to identify regional resources and opportunities to assist with delivery of each council's LSPS.

There is also an opportunity, as this process progresses, to use this as a chance to knowledge-share with other Joint Organisation in NSW, who may be able to provide a similar value-adding process with their member councils. This will help to further strengthen the JO Network in NSW, and the legitimacy of Joint Organisations as leaders in their regions.

**RECOMMENDATION:**

**THAT the update be noted.**

**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

This report provides an update on recent communication and marketing work being developed alongside divisional business planning.

**For Discussion**

Each of the organisation's business divisions have been undergoing a strategic business planning process, with the intention to build an organisation-wide approach to forward business planning, for the divisions as well as the joint organisations statutory functions. As part of this process, an external resource has been brought on to review the marketing and communications strategies for each division, and for the wider organisation, including the Hunter Joint Organisation. This will assist, amongst other things, in the delivery of the Communications and Engagement Plan that each joint organisation is supposed to provide (as per Office of Local Government guidelines for the implementation of Joint Organisations). The cost of this external resources has been covered within the for the Communication & Marketing role that was included for both the SSA and HJO budgets.

The management team, comprised of the business division managers and the CEO, have held a number of workshop sessions on individual and organisational business plans. One outcome of this has been the development of a mission statement that seeks to represent both the business divisions and the statutory functions of the Hunter Joint Organisation. The draft mission statement has been brought to the Strategic Services Australia Board and the General Managers Advisory Committee (GMAC) for consultation. Following feedback from GMAC the preferred draft mission statement is;

*"As the hub for local government collaboration, we strengthen our communities by being the local voice on regional strategic issues in the Hunter and delivering tailored local government solutions."*

It should be noted that each business division also has its own mission statement and will be developing marketing strategies appropriate for its enterprise.

**RECOMMENDATION:**

**THAT the Board note the strategic approach to communication and marketing of the collaborative activity of the organisation (in addition to the planning and marketing of discreet business units and functions).**

**That the Board note and endorse the draft organisation mission statement**

**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

This report provides a summary from the inaugural meeting of the HJO Regional Economic Development Standing Committee.

Report:

The first meeting of the Regional Economic Transition Standing Committee was held on 11 July 2019, with representatives from 9 out of the 10 member councils present. Cr Wayne Bedggood was nominated as the chairperson for the committee moving forward, and accepted this nomination moving forward.

Some key actions arising from the meeting were the discussion of the draft Terms of Reference provided to the meeting, as well as further consideration of a Foundation for Economic Transition, with the formation of a working group to explore the governance of such an entity proposed. A presentation on the Upper Hunter Economic Diversification Web Portal project was also provided by Stephen Wills. A copy of the Draft Terms of Reference for the Standing Committee has been included below as Annexure A.

The below resolution was passed by the Standing Committee for consideration by the Hunter Joint Organisation Board;

*“Resolved:*

- *That the Terms of Reference of the Regional Economic Transition Standing Committee be endorsed and adopted, and referred to the Hunter Joint Organisation, noting;*
  - *Further definition of a quorum of the Committee*
  - *Councils who have not nominated a Standing Alternate on the Committee be invited to select these alternate members”*

**RECOMMENDATION:**

**That the Terms of Reference of the Regional Economic Transition Standing Committee be endorsed and adopted**

**THAT councils who have not nominated a Standing Alternate on the Committee either nominate an alternate member or confirm that no alternate is required.**

# Regional Economic Transition Standing Committee

## Terms of Reference

**Prepared by:** Joe James, CEO of the Hunter Joint Organisation

**Date:** 13 August 2019

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### Preamble

This Terms of Reference document applies to the Hunter Joint Organisation (HJO) Standing Committee on Regional Economic Transition.

The Regional Economic Transition Standing Committee was established at the HJO Meeting of 11 July 2019 to continue to prioritise a resilient and diversified economy, and to assist in managing economic transition in the region in partnership with identified and other Regional stakeholders.

Materials and standing committee outputs will be reporting to the HJO Board.

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### HJO Resolution regarding formatting of the Standing Committee

*That the Hunter Joint Organisation;*

*establishes a Standing Committee on Regional Economic Transition (the Committee). Such Committee to have the function of;*

- (e) providing a standing forum for engagement with key Regional stakeholders and the State and Federal governments on Regional transition,*
- (f) mapping the Region's transition ecosystem and identifying gaps and opportunities for further collaboration and partnership,*
- (g) providing a working group for the establishment of a National Foundation for Economic Transition;*
- (h) making such recommendations concerning Regional transition as it considers appropriate; and*
- (i) exploring opportunities for external grant funding or other in-kind or other support.*

*That for the purposes of such Committee,*

- (j) The Committee be constituted by a representative from each Member Council provided that an intention to nominate for a position be received by the Chief Executive by no later than 5:00pm 18 July,*
  - (k) The Chair of the Committee be the nominee, from time to time, of the Chair of the Hunter Joint Organisation or as otherwise determined by the Hunter Joint Organisation (whichever applying),*
  - (l) The Committee meet at such times and at such places as it may determine, and*
  - (m) The Committee may invite such persons to participate in its processes as it may determine most efficiently and effectively allows it to discharge its functions.*
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## Membership

- Membership of the committee will be comprised of the nominated representative, who may be a mayor, councillor or appropriate senior council staff member, from those of the 10 Hunter region councils (Upper Hunter, MidCoast, Singleton, Muswellbrook, Maitland, Cessnock, Lake Macquarie, Newcastle, Port Stephens, and Dungog) who choose to participate on the committee by nominating a representative. In regard to the HJO Code of Meeting Practice, these members will be classed as 'Voting Representatives' of the Standing Committee.
- Where nominated representatives cannot attend a committee meeting, Councils can nominate a standing alternate representative, otherwise the nominated representative may appoint a delegate.
- Other council staff that have relevant expertise or are required for individual projects may attend meetings and be included in correspondence, as required.
- Representatives from other organisations or agencies (government and non-government) may attend meetings upon invitation from the Chairperson, but will not be present during confidential discussions.

## Meetings and Operations

- Regional Economic Transition Standing Committee meetings will be held as required, and notified by the Chairperson.
- The HJO CEO (or delegate) will organise / book meetings.
- Draft topics for the agenda will be circulated one (1) week prior to each meeting for input from members.
- Minutes and related meeting papers will be circulated within one (1) week of each meeting.
- The format of meetings will generally be 'roundtable' and may include presentations and small group discussions.
- Non-members will be invited to group meetings on an as-needs basis.
- The HJO will provide secretariat support for the group.
- The quorum for a meeting of the standing committee will consist of half the number of its members, at any given time, plus one (Explanatory note: With the committee currently having 10 member the quorum is six (6) representatives being present (i.e. a representative from six member councils)

## Recommendations of the Standing Committee

As noted in the HJO Code of Meeting Practice;

- 7.11. *The recommendations of a committee of the board are, so far as they are adopted by the board, resolutions of the board.*
- 7.12. *If in a report of a committee of the board distinct recommendations are made, the board may make separate decisions on each recommendation.*

## Accountability & Governance:

- The Standing Committee will adhere to the HJO Code of Conduct and Code of Meeting Practice
- The HJO Board provides direction to, and formal sign off on, activities of the Standing Committee
- Members represent their Councils and are responsible for:

- ensuring appropriate accountability and reporting back to the organisation they represent, and
- providing input and data to the group on economic diversification and transition related activities of their organisation.
- Recommendations will be sent to the JO Board from the committee only when there is a decision supported by a majority of the voting representatives at a meeting of the committee at which a quorum is.

#### Sharing of information and resources (including confidential materials)

- Group members are encouraged to share information and resources relevant to the activities of the Standing Committee
- Confidential materials (such as commercial in confidence) and copyright issues will be identified by individual councils before sharing amongst the group

#### Changes to the Terms of Reference

- These Terms of Reference will be reviewed on an annual basis, and in accordance with any changes made to the HJO Code of Meeting Practice.

## 7. Matters Raised by Voting & Non-Voting Representatives

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*No items were raised in advance of the meeting for discussion.*

## 8. General Business

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### 8.1 Joint Organisation Network Update

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**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

This report will provide an update on recent events within the Joint Organisation Network in NSW.

**For Discussion**

**August Joint Organisation Chairs Meeting:**

The Joint Organisation Chairs Network held their most recent meeting on Thursday 1 August 2019, with both Cr Bob Pynsent and Joe James in attendance.

The Minister for Local Government provided an update to the meeting, announcing the additional funding for JOs discussed within these papers. The Chairs Network resolved to establish a taskforce on JO Financial Sustainability to provide recommendations to the Minister on this issue.

A copy of the draft minutes from this meeting have been provided at Attachment 13.

**August Joint Organisation CEO/EO Meeting:**

The most recent meeting of the JO CEO/EOs was held on Friday 2 August, with Steve Wilson, Director of the Environment Division attending in the place of the CEO. Some of the key outcomes of the meeting were:

- Discussion of a Strategic Communications Template for each Joint Organisation to contribute to. The purpose of this Communications Strategy would be partly to build confidence in State Government that JOs are demonstrating their capacity and capability, as well as being able to be used by individual JOs within their own regions and networks;
- Discussion of the recent funding announcement from Minister for Local Government, and the opportunity to strategise the use of these funds, to again demonstrate the capability and capacity of JOs in their regions;
- The Regional Leadership Executive Groups are currently undertaking planning for the next 12-month period, including development a 'Statement of Intent', which may provide an opportunity to incorporate and promote collaboration on JO priorities as part of this forward planning.

## LGNSW Conference

As part of recent correspondence from Local Government NSW, it was announced that LGNSW will be holding a forum on 1-2 October 2019 in Sydney that aims to bring together JOs, ROCs, and regional/rural councils, to identify common goals among attendees/LGNSW to build a stronger platform for future collaboration. This 'Sustaining the Regions' Forum will facilitate understanding of priorities, strategies and challenges and will feature workshops to design collaborative initiatives and structures to deliver regional solutions. Areas such as water management and utilities, roads and transport, waste, environment and renewable energy, workforce and skills and joint procurement will be explored. LGNSW has proposed that the ideal outcome of this forum will be to implement agreed pilot projects that encourage future collaboration.

The LGNSW Annual Conference 2019 is also coming up in October. In previous years, in relation to conferences such as this, the Chair of the HJO has used these opportunities to present a united front for councils in the Hunter to present a united front. This has been done by the Chair providing the opportunity for councils to share their motions and background with others to ensure where possible for individual councils in the Hunter to support one another. It has been proposed that this could present another such opportunity for the Hunter Joint Organisation. There may also be the opportunity as part of this conference, for members of the Hunter Joint Organisation to network as part of the event, both with other Joint Organisation, and with their fellow member councils. Lake Macquarie Council have again volunteered to organise a dinner event for council representatives, including member councils, and extending the invitation to Central Coast Council.

### 8.2 November HJO Meeting Itinerary

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**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

#### Executive Summary:

The November HJO Board Meeting is planned to be held in Sydney at Parliament House, by the invitation of Hon. Shelley Hancock – Minister for Local Government. This will provide a draft itinerary for the meeting.

Date	Time		Location
Wed 13 Nov	4:30pm	Arrival in Sydney	
		Check-in at Hotels	(Group Bookings at Mantra 2 Bond St)
		HJO Dinner	Location TBC
Thur 14 Nov	8:00am	Breakfast at Hotel	
	9:30am	HJO Board Meeting	Parliament House, Sydney
	10:30am	Meeting w/ Minister for Local Government (within meeting)	
	11:00am	Morning Tea	
	11:30am	HJO Board Meeting (cont'd)	
	1:00pm	Lunch	Parliament House, Sydney
	2:00pm	Close of Meeting	



### **For Discussion**

To continue with planning of logistics for the November meeting, a discussion of any proposed meetings as part of the itinerary would be necessary;

- Wednesday 13 November, Dinner: Would this be just for members of the Hunter Joint Organisation, or would the group like to extend an invitation to other MPs or Ministers?
- Thursday 14 November: A morning tea or lunch has been suggested, as an opportunity to invite relevant Minister and Local Members while the group is at Parliament House. Are there specific members that people would like to include in such an invitation, from a strategic perspective?

### 8.3 Board Forward Planner

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**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

#### Executive Summary:

An updated Calendar of Compliance and Reporting Requirements for Joint Organisation has been circulated from OLG.

### **For Discussion**

A copy of the updated OLG Calendar of Compliance and Reporting Requirements has been included at Attachment 13. As part of planning for future reporting requirements, and to better plan the outputs planned by the Hunter Joint Organisation, the CEO and Executive Assistant have been working on a Forward Planner for the HJO. A copy of this draft document is included below for discussion.

Agenda Items	12 Sep 19	14 Nov 19	Dec 19 / Jan 20	Feb 20	Apr 20	Jun 20
Location	HJO Boardroom	Parliament House, Sydney		HJO Boardroom	HJO Boardroom	HJO Boardroom
Actions to Report Back On	Letter to Minister re: Emergency Services Levy Letter to Minister re: UPSS	Review of Code of Conduct Panel Reviewers				
Projects		Hunter Events Strategy Update Advocacy Plan: Intergovernmental Partnerships	HJO Website Update proposal to be brought to the Board	Strategic Plan Project Review?		
Presentations	Hunter Valley Flood Mitigation Scheme Hon. Michael Johnsen attending	Vice-Chancellor & COO of University of Newcastle Preparation of the Statement of Strategic Regional priorities for publishing December				
Matters Raised	Regional Economic Transition Standing Committee: Governance docs					
Finances			6 Month Budget Review		Adopting of 20/21 Budget	
Other / Admin	AGM: Auditors Report Proposed 2020 meeting schedule/dates	Hunter Councils Inc. AGM (tentative)		Possible Strategic Planning Day		
Governance Requirements	-	28 Nov: Last day for notice of meeting date to present audited Financial Reports 30 Nov: Annual Performance Statement due	28 Dec: Last day for annual performance statement to be published 31 Dec: Last day for preparation of, and publishing on JO website, the Statement of Strategic Regional priorities	30 Jan: Public interest disclosures report due to NSW Ombudsman		

## 8.4 Proposed 2020 Meeting Schedule

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**Report Author: Louisa Bulley, Executive Assistant to the CEO**

**Responsible Officer: Joe James, CEO**

Executive Summary:

In order to begin planning the schedule of the Hunter Joint Organisation and its related entities for the next 12-18 months, a draft Board schedule has been proposed below for discussion.

<b>GMAC / SSA Proposed Meeting Schedule 2020</b>	
• Potential January 2020 Meeting	Preparation for HJO January budget review
• Thursday 27 February 2020	
• Thursday 30 April 2020	2020/21 Budgets Due (both HJO & SSA)
• Thursday 25 June 2020	
• Thursday 27 August 2020	AGMs for LGL and SSA
• Thursday 29 October 2020	
<b>Hunter Joint Organisation Proposed Meeting Schedule 2020</b>	
• Thursday 23 January 2020	Mid-Financial Year Budget Review
• Thursday 12 March 2020	Potential Strategy Day
• Thursday 14 May 2020	2020/21 Budget Due
• Thursday 9 July 2020	
• Thursday 10 September 2020	AGM for HJO
• Thursday 12 November	
• Optional December Meeting / Dinner	